



California Transportation Commission

Assistant Executive Director, California Transportation Commission

Department:	California Transportation Commission
Bulletin Release Date:	1/15/2016
Final Filing Date:	1/29/2016
Monthly Salary:	\$7,792.00 to \$8,849.00
Exam Type:	Departmental Open (SPOT)
Location(s):	Sacramento County
Exam ID:	6TR04

INTRODUCTION

The California Transportation Commission is pleased to announce the posting of the **Assistant Executive Director, California Transportation Commission** examination. Employment from this examination will only be offered in Sacramento County.

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have taken the examination, you may not reapply for twelve (12)

months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

Candidates who previously applied during the publicity period of January 13, 2015 – January 28, 2015 **AND** achieved a passing score on the examination **DO NOT** Need to Reapply to maintain eligibility on the list.

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

Caltrans
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

***FILE IN PERSON:**

Caltrans
Exam Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816

***Candidates are responsible for obtaining proof of mailing or submission of their application to Exam Services.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION STATEMENT

Under the administrative direction of the Executive Director and Chief Deputy Director, California Transportation Commission, the incumbent formulates State transportation goals, programs, policies, and objectives; develops and recommends to the Commission a biennial report and a State transportation improvement program; evaluates the Caltrans budget and presents this evaluation before the Legislature; administers, as needed, each of the modal committees established pursuant to enabling legislation; represents the Commission in the legislative process to provide liaison with Federal, State, regional and local agencies; and performs other related work.

ELIGIBLE LIST INFORMATION

A Departmental Open eligible list will be established for Sacramento County. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

EITHER I

In the California state service, two years of administrative experience in transportation planning, financial management, or transportation environmental review with responsibilities for developing, identifying, and recommending policy alternatives to executive, legislative, or administrative bodies performing duties of a class at a level not less than that of a Supervising Transportation Planner.

OR II

In the California state service, two years of administrative experience in transportation planning, financial management or transportation environmental review with the California Transportation Commission in the class of Staff Services Manager II.

OR III

Experience: Five years of broad, progressively responsible experience with a large governmental or commercial organization in transportation or land use and environmental management and planning, three years of which must have included substantial participation in formulating transportation goals, programs, policies, and objectives. (Experience in State service applied towards this requirement must include at least two

years performing the duties of a class at a level not less than that of a Supervising Transportation Planner.)

AND

Education: Equivalent to graduation from college preferably with major work in the areas of transportation, planning, economics, environmental studies, or other related fields. (Additional qualifying experience may be substituted for the required education on a year-for-year basis).

EXAMINATION INFORMATION

This examination will consist of a **Qualifications Appraisal Panel Interview**, weighted 100%. The QAP will consist of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Competitors who do not appear for the interview will be disqualified from the examination process. It is anticipated that interviews will be held during February/March 2016 in Sacramento only.

EXAMINATION SCOPE

Candidates should be prepared to answer questions related to the following areas:

Knowledge of:

1. Principles and methods of transportation systems management
2. Fiscal and budgetary planning and control methods
3. Computer systems management
4. Transportation planning and urban regional planning
5. Environmental, air quality, and energy conservation analysis
6. Organization and policies of the Department of Transportation and of regional and local transportation planning organizations
7. Transportation systems financing and allocation formulae
8. Personnel management and supervision
9. Planning and directing the work of others
10. Commission's Equal Employment Opportunity Program and the processes available to meet equal employment objectives

Ability to:

1. Plan, organize, and coordinate large scale, highly sensitive studies
2. Advise commissioners of areas of potential policy conflicts
3. Analyze difficult and complex transportation financial issues
4. Develop and recommend practical and effective policies for addressing such issues
5. Develop material and make recommendations on a variety of topics
6. Maintain cooperative relations with representatives of governmental agencies, including high level administrators, legislators and their staffs, and others contacted during the course of the work
7. Act as a spokesperson for the Commission in the absence of the Executive Director or Chief Deputy Director

8. Speak and write effectively
9. Plan and direct the work of others
10. Effectively contribute to the Commission's Equal Employment Opportunity objectives

VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

CAREER CREDITS

Career Credits will not be added to the final scores of this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-7890.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the testing department three days prior to the written test date if he/she has not received his/her notice to appear.

For an examination without a written feature, it is the candidate's responsibility to contact the testing department three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at <https://jobs.ca.gov/Profile/StateApplication>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance

of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.